



## GDPR Privacy Notice

The Harwellian takes your privacy seriously. We are a 'controller' of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them. *Please see our separate privacy notice for CCTV.*

### What we need from you

When you apply to become a member or renew your membership we may ask you for some or all of the following personal information:

- Contact details – name, address, email address and phone number.
- Date of birth – to allocate membership categories and to ensure we can provide events that are appropriate for, or are of interest to, the demographic of our membership.

If you do not provide us with all of the personal information that we need, this may affect our ability to offer you our membership services and benefits.

### Why we need your personal information – contractual purposes

We need to collect our members' and customers' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, membership card, end of year renewal notice and information about events in the club.

### Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the members' events and meetings.
- To allow distribution of the members newsletter and updates from the committee.
- Respond to and investigate your questions, comments, complaints, concerns or allegations.

### Other uses of your personal information

We may ask you if we can process your personal information for other purposes, such as photos or videos for marketing and media. Where we do so, we will seek consent and provide you with an additional privacy notice explaining how we will use your information for these purposes.

### Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health and Safety Executive, Disclosure & Barring Service, and Police for the purposes of safeguarding

members and staff. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

#### **Third party suppliers with access to members' personal data**

We do not share your data with any third party suppliers.

#### **How we protect your personal information**

Your personal information is accessed by our Membership Secretary, Treasurer and committee members only for the purposes set out above. It is stored by the club in an electronic cloud format. Access is password protected and there are firewalls and multi factor authentication processes in place to protect against external breaches. All paperwork records are held securely in locked storage and only accessible by those who have a legal basis to do so. Paper based personal data is transferred electronically into our database which is password protected.

In the unlikely event that we experience a cyber attack or data breach this will be reported to the ICO without delay.

#### **How long we keep your personal information**

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete/shred your personal information where you have not renewed your membership with us for 2 years.

#### **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal information
- Access the personal information that we hold about you through a 'subject access request'.

For any data queries you can contact:

Elly Reiszner, Club Secretary  
The Harwellian, Westfield, Harwell,  
Didcot OX11 0LG  
Tel: 01235 797070

Email: [harwellianclub@gmail.com](mailto:harwellianclub@gmail.com)

If you are dissatisfied or wish to report a misuse of data or a data breach, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)